

-
- c. Ensure that all windows and doors are closed.
 - d. Coordinate operations with the Incident Commander to determine the type of evacuation that will be necessary for the situation.
 - e. Instruct Certified Nursing Assistants to remain with residents in an attempt to keep them calm and prevent them from returning to the fire area. Perform a complete head count to ensure that all residents are accounted for.
5. Office Staff/Medical Records
- a. Secure all records by storing them in the appropriate metal cabinets.
 - b. Close all doors and windows in your work area.
 - c. Be prepared to assist where needed at the direction of the Incident Commander.
6. Activity Staff
- a. Report to the area of fire alarm activation, providing that staff are not in the middle of a supervised activity.
 - b. If conducting an activity during alarm activation, stay with residents and remain calm.
 - c. Relocate all residents from immediate danger.
 - d. If available, assist with other emergency operations at the direction of the Incident Commander.
7. Maintenance Personnel
- a. Report to the fire alarm panel and determine the location of the activation.
 - b. Immediately respond to the area of activation.
 - c. While enroute, retrieve a fire extinguisher that is in the path of response in order to provide additional fire extinguishing capacity at the fire scene.
 - d. Ensure that the appropriate Evacuation Procedures are in progress and attempt to control the fire if required.
 - e. Once the fire is under control, attempt to de-power the fire area by shutting down circuit breakers for the fire area.
 - f. Assist the Fire Department in whatever way required.
 - g. NEVER shut down the fire sprinkler system during a fire. The shutting down of the fire sprinkler system must be ordered by the Fire Department.
8. All Other Employees (housekeeping, laundry, dietary, etc.)
- a. Report to the area of fire alarm activation after securing your individual work area and assist with emergency operations per the direction of the Incident Commander.
 - b. Secure your individual work area by quickly shutting down all machinery (kitchen equipment, laundry equipment, computers, etc.) and storing all vital papers or currency in a metal container (desk, cabinet, etc.).
 - c. When leaving your individual work area, ALWAYS close all doors and windows to help reduce the effects of potential smoke damage.
 - d. Do not return to your work area until the situation is under control.